



**State of Washington
Department of Community, Trade and Economic Development
Community Services Division**

INSTRUCTIONS

DUE DATE: June 8, 2009

The CSBG Community Action Recovery Plan covers the 15-month period, June 1, 2009 through September 30, 2010.

APPLICATION CHECKLIST

Part 1		
A.	Summary and Budget (for ARRA funds ONLY)	X
B.	Community Action Agency Plan (for ARRA funds ONLY); includes table for each project, and NPI with targets	X
C.	Linkages	X
D.	Community Action Agency Contact Sheet	X
E.	Current board roster, showing tripartite designation	
F.	List of addresses of all locations where your agency performs Recovery Plan services, including the zip code.	X
Part 2		
1.	Certification Regarding Environmental Tobacco Smoke	X
2.	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions	X
3.	Certification Regarding Drug-Free Workplace Requirements	X
4.	Certification Regarding Lobbying	X

CTED requires an electronic version of the documents in Part 1 and the documents in Part 2, which require, signature by mail. Send to Rick Torrance, CTED, PO Box 48300, Olympia WA 98504-8300 or richardt@cted.wa.gov.

PART 1

A-SUMMARY AND BUDGET—ARRA Funds ONLY

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| <p>1. Name and Address of Agency:
 City of Seattle
 Seattle Conservation Corps
 7727 63rd Ave NE, Suite 201
 Seattle, WA 98115</p> <p>2. Tax ID #: 91-6601275</p> <p>3. D U N S Number: 7802805</p> <p>4. Community Action Agency Fiscal Year
 (mm/dd): 01/01 to 12/31</p> | <p>5. Funding Authority:
 Community Services Block Grant Program
 U.S. Department of Health and Human Services
 CFDA 93.569 BARS 97.92
 American Recovery And Reinvestment Act</p> <p>6. CSBG Service Area: King County, Washington State</p> <p>7. What percent of your total agency budget are CSBG funds, which support agency administration(CSBG Admin/total Budget): 0%</p> <p>8. State Legislative District: 5</p> |
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Congressional District: 8

9. BUDGET Category	CSBG Fund Investment
Employment	\$258,583
Education	
Money Management	
Housing	
Emergency Assistance	
Nutrition	
Linkage	
Self-Sufficiency	
Health	
Administration	
Total Funding	
Category Totals (see Part 1, B)	
1. Employment	\$20,000
2. Capacity Building	\$208,583
3. Emergency Services	\$30,000
Total Number of people with low and moderate incomes you expect to serve with CSBG ARRA funding.	100

PLEASE NOTE: The Department's acceptance of this community action plan/application for funding is subject to subsequent compliance reviews, which may require corrective action by the applicant.

10. **AUTHORIZED SIGNATURE FOR THE CONTRACTOR: Please use blue ink**

Signature

Manager
Title

Cathie Andersen
Name (Please type or print)

6/11/09
Date

B - COMMUNITY ACTION AGENCY PLAN for American Recovery and Reinvestment (Recovery) Funds

Guidance from the US Department of Health and Human Services states that “...states should encourage their eligible entities to support employment-related services and activities that create and sustain economic growth.”

Please categorize the activities you will fund according to the following:

1. **Employment:** Employment activities result in employment related outcomes- job placement and removing barriers to employment with education and training. Establishing partnerships with employers for on-the job training and coaching opportunities, transportation and childcare services that make it possible for low-income individuals to work are other examples of employment activities.
2. **Capacity Building** Capacity building activities increase the capacity of the individual, agency, or community to deal with poverty beyond the immediate delivery of services. Examples include asset building, projects that coordinate services resulting in new efficiencies or opportunities for low-income families and planning activities that may be replicated in the future at low cost.
3. **Emergency Services** Emergency service activities address the immediate needs of low-income individuals. Emergency food and shelter are two examples.

See Attachment 1 for scenarios that have been created to help clarify the funding categories for proposed programs, projects, or initiatives.

Projects/initiatives

This is an unprecedented opportunity to show the power of community action at work—both by directly assisting clients who have been severely impacted by the economic recession; and by creating programs, partnerships and systems that will enhance service delivery, increase local capacity, and strengthen communities’ ability to be self-reliant and vibrant. You are encouraged to focus your efforts on creating sustainable economic resources in communities, by providing a wide range of innovative employment-related services and activities tailored to the specific short-term and long-term needs of your community. While all regular CSBG activities are allowed, **you are required to fund activities in each of the three categories listed above. In addition, it is recommended that you spend NO MORE THAN 50% of your total ARRA funding in category (3)—emergency services.**

Eligibility

ARRA allows states to change eligibility for CSBG funded programs from 125% to 200% of Federal Poverty Level (FPL) for all CSBG funding for FFY 2009-2010. Increasing eligibility guidelines will allow community action agencies to serve an expanded client population. Keep in mind, however, that by doing so, you may build an expectation for services in the future that may not be supported or allowed.

You may choose to serve clients up to 200% FPL during FFY2009-2010 with either ARRA funds or regular FFY09 CSBG funds, or BOTH. If you choose to do so, however, please identify the eligibility requirement for each project.

1. Please complete the following table for each project or activity you intend to carry out in part or in whole with Recovery Act funds (please copy/paste table on separate pages for each project/activity, clearly labeled "B.1"):

Project Name	Emergency Rent Assistance
a. Project category (see above)	1. Emp. _____ 2. Cap. Bldg. _____ 3. Em. Serv. <u> X </u>
b. Budgeted Amount for Each Category	1. Emp. \$ _____ 2. Cap. Bldg. \$ _____ 3. Em. Serv. <u>\$30,000</u>
c. Is this project/initiative new or does it increase capacity of existing program?	New _____ Increase Capacity <u> X </u>
d. Brief Description of project/activity (include activity, definition of successful outcome)	Through this project SCC will increase funding for rent assistance to program participants to better assist them to find and maintain housing needs during their participation in the SCC program and during up to one year of retention services. These new funds will provide the stability necessary for employment. Current funding is inadequate to the need and comes out of program project revenue. This will allow us to shift project revenue funds to other uses and will increase our ability to provide rent assistance to our participants. A positive outcome will be that SCC will provide up to \$30,000 in rent assistance to 75 participants and will approximately double our ability to provide these services.
e. Client eligibility level:	Up to 125% FPL _____ Up to 200% FPL <u> X </u>
f. Estimated # of jobs created by project/activity (including your own staff)	# of staff jobs created: <u> 0 </u> # of client jobs created: <u> 0 </u>
g. Estimated # of jobs retained by project/activity (including your own staff)	# of staff jobs retained: <u> .5 </u> # of client jobs retained: _____
h. Estimated # of unique clients you expect to serve with this project/activity	SCC will serve 75 Clients with these funds.
i. Estimated # of unique clients you expect to have successful outcome	SCC expects to have the successful outcome of improving access to stable housing or maintaining stable housing with 100% of 60 clients
j. NPI goals under which you will report this project/activity	1.1C and I, 6.2 B and 6.4
k. If project outcome does not fit into the NPI, describe your outcome measure (e.g. created ability to track successful outcome for clients referred to partner agency for mental health services; created two new food delivery routes through partnership with local transit)	
l. Describe how you will measure/evaluate the completion	\$30,000 in funds will be distributed to clients in the form of rent vouchers.

status of the project/activity (e.g. % of expected clients served to date, etc.)	
m. Which section(s) of your most recent Community Needs Assessment this project/activity addresses (reference page #s, please)	2009 – 2012 Human Services Consolidated Plan Section 3.2 Nature and extent of Homelessness, 4.4.1 Assist low-income families and individuals who are struggling to access resources which may help move them to self-sufficiency and 4.4.4 Coordinate anti-poverty strategy services with affordable housing programs

Project Name	Computer Upgrades
a. Project category (see above)	1. Emp. <input checked="" type="checkbox"/> 2. Cap. Bldg. <input type="checkbox"/> 3. Em. Serv. <input type="checkbox"/>
b. Budgeted Amount for Each Category	1. Emp. \$20,000 2. Cap. Bldg. \$ <input type="text"/> 3. Em. Serv. \$ <input type="text"/>
c. Is this project/initiative new or does it increase capacity of existing program?	New <input type="checkbox"/> Increase Capacity <input checked="" type="checkbox"/>
d. Brief Description of project/activity (include activity, definition of successful outcome)	Through this project SCC will replace outdated, unsupported computers from the SCC learning center with City of Seattle computers and City of Seattle technical support. SCC will also add internet capability to the learning center computers and will purchase educational software to aid computer learning. Successful outcome: 10 computers installed in SCC learning center with internet capability and a new printer. For clients successful outcome would include one or more of the following: documented Introduction to the use of computers, documented proficiency in Microsoft Office, participation in SCC Newsletter production, resume creation using Microsoft Office, documented ability to perform job search and submit applications on line. SCC will create a Computer competencies checklist for all clients and will track competencies as they are achieved.
e. Client eligibility level:	Up to 125% FPL <input type="checkbox"/> Up to 200% FPL <input checked="" type="checkbox"/>
f. Estimated # of jobs created by project/activity (including your own staff)	# of staff jobs created: <input type="text"/> # of client jobs created: <input type="text"/>
g. Estimated # of jobs retained by project/activity (including your own staff)	# of staff jobs retained: <input type="text"/> # of client jobs retained: <input type="text"/>
h. Estimated # of unique clients you expect to serve with this project/activity	100
i. Estimated # of unique clients you expect to have successful outcome	80
j. NPI goals under which you will report this project/activity	1.1C
k. If project outcome does not fit into the NPI, describe your outcome measure (e.g. created ability to track successful outcome for clients referred to	Offer increased computer access and training to participants using up to date computers and software. Provide on line computer access for participants during job search activities.

partner agency for mental health services; created two new food delivery routes through partnership with local transit)	
l. Describe how you will measure/evaluate the completion status of the project/activity (e.g. % of expected clients served to date, etc.)	10 Computers and 1 printer are installed, educational software purchased and installed; internet access is available in the SCC Learning Center.
m. Which section(s) of your most recent Community Needs Assessment this project/activity addresses (reference page #s, please)	Section 3.2 Nature and extent of Homelessness, 4.4.1 Assist low-income families and individuals who are struggling to access resources which may help move them to self-sufficiency and 4.4.3 Alleviate poverty by improving family and individual economic opportunities that lead to living wage

Project Name	Increase SCC revenue through new “Green Projects”
a. Project category (see above)	1. Emp. ____ 2. Cap. Bldg. <u> X </u> 3. Em. Serv. ____
b. Budgeted Amount for Each Category	1. Emp. \$____ 2. Cap. Bldg. \$208,583 3. Em. Serv. \$____
c. Is this project/initiative new or does it increase capacity of existing program?	New ____ Increase Capacity <u> X </u>
d. Brief Description of project/activity (include activity, definition of successful outcome)	<p>SCC continually needs to create new project opportunities to meet revenue requirements and fuel growth. The unprecedented opportunities that this new green economy offers a program like SCC and the low income people we serve are enormous. This ARRA funding will enable SCC to fully participate in this great opportunity. Through this project SCC will hire two new crew supervisors which will enable SCC to add clients and to pursue new projects especially in green job areas of growth. SCC will hire a contractor to conduct a feasibility study to assess market needs. Once the best avenues are determined SCC will utilize partnerships with City Departments that hire SCC crews to provide increased training opportunities both classroom and in the field focusing on training in new “green” areas of growth such as wetland and forest rehabilitation, deconstruction, waste reduction through salvage, Low Impact Site Development, Site Sustainability, rain gardens, green roofs, green construction, etc.</p> <p>A positive outcome is SCC project revenue has increased from new lines of business in the area of “Green Jobs” projects and increased capacity to offer hands on training and skill building to our clients in these green employment tracks. Training, skill building and</p>

	development of new partnerships in these new lines of business will provide sustainable income for SCC and opportunities for program growth. This will allow SCC to serve larger numbers of individuals and provide new employment opportunities to our community.
e. Client eligibility level:	Up to 125% FPL_____ Up to 200% FPL <u> X </u>
f. Estimated # of jobs created by project/activity (including your own staff)	# of staff jobs created: <u> 2 </u> # of client jobs created: <u> 15 </u>
g. Estimated # of jobs retained by project/activity (including your own staff)	# of staff jobs retained: _____ # of client jobs retained: _____
h. Estimated # of unique clients you expect to serve with this project/activity	40
i. Estimated # of unique clients you expect to have successful outcome	28
j. NPI goals under which you will report this project/activity	NPI 1.1C
k. If project outcome does not fit into the NPI, describe your outcome measure (e.g. created ability to track successful outcome for clients referred to partner agency for mental health services; created two new food delivery routes through partnership with local transit)	
l. Describe how you will measure/evaluate the completion status of the project/activity (e.g. % of expected clients served to date, etc.)	Supervisors hired. Feasibility study complete. Supervisors and their crews are engaged in revenue producing projects that cover costs including overhead. SCC has developed new partners and new lines of business in the area of green jobs.
m. Which section(s) of your most recent Community Needs Assessment this project/activity addresses (reference page #s, please)	4.4.1 - Assist low-income families and individuals who are struggling to access resources which may help move them to self-sufficiency 4.4.3 - Alleviate poverty by improving family and individual economic opportunities that lead to living wage

2. Explain your **mechanisms to separately track** all expenditures and outcomes related to the Recovery funds (required by ARRA), especially if you are using ARRA funds for an existing project or activity.

Seattle Conservation Corps will issue a discreet accounting control number to each of the ARRA projects. All expenses and revenue for these projects will be coded to the control number. The City of Seattle Parks and Recreation Department accounting systems will track expenditures and revenues for these projects and information such as revenue, vendor invoices, labor hours and payroll tracking will be available as needed for monitoring these projects.

Outcomes for each project will be tracked as follows:

Emergency rent and food assistance: Expenses to this project will be tracked by case managers. A discreet accounting control number will be assigned as described above. Case managers will issue

vouchers to clients who will use them to purchase either rent or food. Vendors return the vouchers to SCC for approval and they are submitted to Parks accounting who pay the voucher and also track the expenses. We have been using this system successfully for years. Case managers will also track housing and employment outcomes for clients using these emergency services.

Computer Upgrades: Installation of new computers and printers will be documented through Parks IT invoicing to SCC for the services provided. A discreet accounting control number will be assigned as described above. SCC will create a Computer Literacy checklist to track each clients achievements in the areas of; documented Introduction to the use of computers, documented proficiency in Microsoft Office, participation in SCC Newsletter production, resume creation using Microsoft Office, documented ability to perform job search and documented ability submit applications on line. This checklist will be added to clients' files at exit and tracked in a database.

Increase SCC Revenue through "Green Projects": A discreet accounting control number will be assigned to projects designated as "Green Projects for the purpose of this contract. SCC will provide bi-annual reports on activities in this project. This report will include a marketing plan as developed and implemented, training hours provided including areas of study and a write up of each green job undertaken. This write up will include scope of work, project photographs, project revenue, client employment skills developed during the project and environmental benefits attributable to the project. Annual revenue from green projects will also be provided. As the term green jobs is still somewhat variously defined, SCC will consider any project providing environmental benefit especially projects in emerging focus areas such as wetland and forest rehabilitation, deconstruction, waste reduction through salvage, Low Impact Site Development, Site Sustainability, rain gardens, green roofs, green construction etc. as appropriate for this project. SCC's growth potential is controlled by project revenue. Pursuing and securing new lines of business in the growth areas of green industries will increase SCC revenues and offer opportunities for program growth. This project is sustainable past the grant period as new supervisors and crews earn project revenue in new lines of business.

3. Related to #2 above, please estimate **both in dollars and in FTEs** the **administrative impact** of receiving these funds (e.g. additional FTEs for admin and/or program staff, computer database impact, increased transportation costs, increased space costs, increased energy costs, etc.)—itemize each impact cost

Seattle Conservation Corps intends to perform the functions described above within the current infrastructure of the program.

4. To help track outcomes, please **provide a copy of the National Performance Indicators** (NPI's) along with your Community Action Recovery Plan **and include targets** ("# expected to achieve") for as many of your projects/activities as will logically fit in Goals 1.1, 1.3 and 6.3 (NPI form is available on CSBG Homepage website). Remember that these targets are **ONLY** for Recovery Act fund outcomes, so if you are combining these funds with other funds (regular CSBG funds or other) for an existing program, **ONLY** include those target numbers being supported by the Recovery funds.

(Send the NPI targets as a separate attachment, with your organization's name.)

5. Describe your agency's **process for assessing the success** of Recovery funded results—at the individual client level, at the agency level, and at the community level. Include the measurement instruments (including NPIs) you plan to use to measure your success, how often you plan to assess success, and which individuals you will include in the process.

At the client level, all training will be documented and will include assessment tools to measure comprehension, also, employment of SCC graduates in "Green Industries" will be tracked. At the Agency level, increased enrollments over previous years, increased revenue over previous years, and the addition of new green lines of business such as deconstruction to SCC's current abilities will all be huge benefits to SCC's sustainability. New partnerships with City of Seattle departments and other agencies related to these new project capabilities. Benefit at the community level will be

measured in environmental benefit or reduction in environmental impacts created by projects, and increased awareness of environmental issues by program participants. SCC will assess outcomes every six months through NPI reporting. Bi-annual reports will also report success through project write ups which will document environmental impacts of projects and documentation of training hours and areas of study. A team including management, supervisory staff and support services staff will be created to track outcomes.

C - LINKAGES

Please **list key partnerships or collaborations** you intend to form or have already formed in order to use the ARRA funds that are critical to the work of your agency and to your community at this time, and indicate which ones are **NEW partnerships**.

SCC has already begun the process of developing partnerships with City of Seattle Departments, the Port of Seattle and non profits interested in the concept of “green jobs for all”. This funding will give SCC the ability to provide our staff and participants with the hands on training crucial to preparing crews to work in these developing green lines of business. The City of Seattle Parks and Recreation Department, Seattle Public Utilities, Seattle Department of Transportation and the Port of Seattle are already changing the way they design and implement projects to meet new environmental and sustainability standards. SCC will work with these partners to develop crews skilled in implementing these new design standards and increase program revenue through new projects and interlocal agreements with new partners. SCC anticipates a new agreement with the Port of Seattle, and new partnerships with the Moontown Foundation and Green for All.

D - COMMUNITY ACTION AGENCY PHONE CONTACT SHEET

Agency Name:	City of Seattle, Department of parks and Recreation, Seattle Conservation Corps
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CSBG Contact Person	
Name and Title:	Cathie Andersen, Manager
Email Address:	Cathie.andersen@seattle.gov
Telephone with Extension:	206 684-0190

Person Preparing Fiscal Reports and Vouchers	
Name and Title:	Cathie Andersen
Email Address:	Cathie.andersen@seattle.gov
Telephone with Extension:	206 684-0190

Person Preparing Program Outcome Reports (National Performance Indicators)	
Name and Title:	Daphne Devenaro
Email Address:	Daphne.devenaro@seattle.gov
Telephone with Extension:	206 684-0190

Development Director	
Name and Title:	none
Email Address:	
Telephone with Extension:	

Human Resources Director	
Name and Title:	Bill Seaton
Email Address:	Bill.seaton@seattle.gov
Telephone with Extension:	206 684-0190

Executive Director	
Name and Title:	Cathie Andersen
Email Address:	Cathie.andersen@seattle.gov
Telephone with Extension:	206 684-0190

To complete this application, attach the following items--E and F; the signed certifications in Part 2; the signed Summary and Budget page for this application; and your National Performance Indicator (NPI) targets for Recovery funds ONLY.

- E.** Current Board roster showing representation by tripartite status for each member. See Attached.
- F.** List of addresses of all locations where your agency intends to perform Recovery Plan services, including the zip code. The Seattle Conservation Corps office is located in North Seattle at 7727 63rd Ave NE, Suite 201, Seattle, WA 98115. Clients report to this office daily. The Seattle Conservation Corps primarily serves individuals living in King County. SCC does projects at locations throughout King County